

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, DECEMBER 19, 2016**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, December 19, 2016. The meeting was called to order at 7:05 p.m.

PRAYER – The Prayer was given by Councilor Bosco.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Davis, Deni, Edgar, Hall, Kaupin, Lee and Szewczak. Also present were Town Manager, Brian Chodkowski; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Director of Finance, John Wilcox; Supervisor of Assessment & Revenue, Della Froment; Deputy Chief of Police, Gary Collins

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3936 by Councilor Deni, seconded by Councilor Arnone to accept the minutes of the November 21, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3936** adopted 9-0-1, with Councilor Lee abstaining.

MOTION #3937 by Councilor Hall, seconded by Councilor Cekala to accept the minutes of the December 5, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3937** adopted 8-0-2, with Councilors Bosco and Lee abstaining.

SPECIAL GUESTS

Asnuntuck Community College

Present for this item were Gary Carra and Keith Madore from Asnuntuck Community College.

Mr. Carra spoke about the renovations and expansions going on at Asnuntuck Community College, which will include a student lounge, committee areas, a bookstore, and a cyber café. He stated the entrance will be expanded 3,500 sq. ft. with a 10,000 sq.

ft. renovation of existing space. He noted this will change the look and feel of the college, and this will help him with his marketing efforts.

Mr. Carra stated at the same time in the back of the building, they're building a brand new building for the advanced manufacturing center, which will double the size of their manufacturing center. He noted everything is scheduled to be completed in the late spring of 2017.

Mr. Madore stated Asnuntuck Community College is named the gold star in manufacturing education in New England, and other programs are modeled after this program. He noted recently they accepted a gift of \$100,000 from United Bank to support their academic skills center, which omits some of the barriers that students have. He explained the academic skills center provides free tutoring and electronics. He noted there is also the Magic Carpet service, which helps students with transportation barriers. He stated they also offer free day care, which is run as a co-op. He pointed out with the construction of the new front, they have giving opportunities for the community, business and industry in Enfield.

He stated they hope to conduct tours in March during semester break. He pointed out Asnuntuck's enrollment went from a flat FTE to an increase of 18%, which is unheard of in this economy.

Councilor Edgar questioned the placement rate for graduates. Mr. Madore stated their manufacturing rate is at 93%. He noted as concerns their liberal arts program, about 43% of students matriculate into a four-year college degree, and the rest immediately enter the workforce.

Mr. Carra stated in continuing education on the non-credit side, they've been growing their allied health career programs from two or three programs up to thirteen programs, i.e., massage therapy, phlebotomy, etc. He noted there's about an 85% rate of placing those students into jobs in those fields. He went on to note that those students receiving SNAP can take these classes for free.

Councilor Arnone stated Asnuntuck Radio has been helping the Youth Council in town. He noted the drug and alcohol program for youth works hand-in-hand with Asnuntuck Community College.

Chairman Kaupin thanked Asnuntuck for being a great community partner.

Revaluation Update

Present for this item were Director of Finance, John Wilcox and Supervisor of Assessment and Revenue, Della Froment.

Mr. Wilcox stated 2016 is an interim revaluation year. He noted they only have an update on the real estate revaluation process.

Ms. Froment stated this process was started in the fall of 2015 when they sent out mailers to people inviting them to call if there were any questions or problems. She noted they also started collecting the sales from October 1, 2015 to October 1, 2016. She stated there were 270 useable sales in Enfield. She noted those that would be eliminated would be the estate sales, transfers within families and corporations. She stated they had a good list to use.

She encouraged people to go online to check the data on the webpage to get all the information of their property. She stated although the informal hearings ended, her office is always available to discuss any questions about assessments. She noted once the grand list is signed, property owners would have to go to the Board of Assessment Appeals.

Ms. Froment stated they just finished the file for supplemental motor vehicle, and the printer indicated that file will be in the mail before the end of the month, and the second half of the real estate and business personal property will be out before the end of the week.

Councilor Hall questioned when will the new evaluations go on vision appraisals, and Mr. Froment stated they are already there.

Councilor Hall questioned how many properties went up, and Ms. Froment stated overall there was a decrease in everything, except for the single-families.

Councilor Lee stated his understanding the current assessment process is what appears at the top of the page under current value, and further down the page the previous years will be shown. Ms. Froment responded that's correct.

Councilor Lee requested the proper definition of "appraisal" versus "assessment". Ms. Froment stated the appraisal is the market value, and the effective date is October 1, 2016, and the assessed value, by Connecticut statute, is 70% of that value, or a reduction of 30%. Councilor Lee stated his understanding the assessed value is what the municipal government uses to levy taxes.

Chairman Kaupin questioned up to what date can people inquire about their assessment, and Ms. Froment stated Vision Appraisal stopped holding their hearings, however, people are always welcome to call the Assessor's Office.

PUBLIC COMMUNICATIONS & PETITIONS

Judy Kilty, 83 Abbe Road

Stated Mr. Sirard stated several times publicly that the Council agreed to pay the remaining debt of \$810,000 owed to the State, along with all the associated moving and renovation costs. She noted when she asked the Council shortly after Mr. Sirard made this statement if it were true, almost everyone seemed to be hearing it for the first time. She stated Chairman Kaupin stated this matter was discussed at a governance meeting with Mr. Sirard.

Ms. Kilty stated after many weeks of public input and questions, the Board answered a small percentage of the questions. She noted the selling point for closing Hale was to save money, but they couldn't come up with any solid savings figures. She stated when it became evident that the Republicans were ready to vote to close Hale, and the Democrats were visibly upset, Mr. Sirard offered to throw in \$10,000 to help with moving expenses and include a nurse and guidance counselor. She noted Mr. Neville asked how this money can be offered for these positions when the only purpose to close Hale was to save money. She stated the vote was five to four with only Republicans voting to close Hale.

She stated after the vote was taken, she again addressed the Board and stated she was aware there were two Republican openings on the Town Council and she hoped no one on the Board of Education planned to fill that vacancy after making such an enormous decision that would effect all K through Grade 2 students because she believed to do so would mean they made that decision and walked away to let someone else deal with the fallout, i.e., unknown busing costs, how lunchrooms would be monitored with over 110 extra students in one building, unknown whether special education laws would be able to be followed and how one nurse would be able to deal with extra students.

Ms. Kilty stated less than two days after this vote, Mr. Ludwick announced he was leaving the Board to fill a vacancy on the Council. She noted this did not happen in less than 48 hours. She noted there is a process with interviews and meetings. She stated her belief most Republicans on the Council were fully aware of how the Republican Board of Education members planned to vote on the Hale issue, and she feels that they gave no thought to the consequences. She noted many words come to mind--underhanded, deceitful, dishonest and despicable. She recalled when Mary Lou Strom and Roxy Burke were on the Council from two different parties, and they worked side-by-side to insure the best interest of the public was job number one.

She stated her belief the only decent thing for the Council to do now is to advise Board members to rescind this vote and take action only if and when all questions are answered and a true financial savings is guaranteed. She noted if that doesn't happen, she feels the Council should be ashamed of what they contributed to in a large part as a disservice to the children. She concluded stating the children, the parents, the teaching staff and the public deserve better, and if the Council isn't willing or able to step up, then maybe they too should step down.

Suza Thoelen, 1 Edgehill Street

Stated she is disappointed in the Board of Education's decision to close Nathan Hale, and she does not believe it's a good decision for the children. She noted she did look closely at the budget for line items that could be changed, however, there's not much to cut without detrimental effects on the children's education.

She stated nurses have a lot of responsibility, and now this will increase several nurses' responsibilities. She voiced concern about increasing class sizes, the need for more counselors to meet increasing demands, the need for full-day kindergarten, and the retention of quality educators. She urged the Council increase its communication with

the Board of Education in preparation for a tough budget season. She asked the Council not do this for political reasons, but rather for the good of the children.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Davis stated she was shocked, as a parent, when she heard the Town approved \$810,000 to cover the bond of Nathan Hale. She noted it keeps coming up that Counselors are needed in the schools, and she thought the Town budgeted for this in the last budget to help the schools.

Councilor Davis commended Lori Gates, Kelly Davis and all those people who helped out with Wreaths Across America.

Councilor Arnone stated the guidance counselors are a totally separate job description from the social services positions that the Town provided. He explained guidance counselors guide the children with academics and classes, and they don't do social service, but rather the Town provides that.

Councilor Edgar stated he also was distressed at some of the things that happened at the Board of Education meeting. He noted Mr. Neville asked a few times about tabling the motion, and the answer that came back from Dr. Schumann was that he couldn't table the motion. He stated his understanding that according to Roberts Rules and parliamentary procedure that is not the correct answer. He noted a motion to table can take place and be seconded, and that would be a non-debatable motion, and would call for a vote. He stated his belief the Council still doesn't have all the facts. He noted he will not vote on this until he has more information.

Councilor Bosco stated the school system used to include within their budget custodial services, buildings, grounds and utilities, but that is now included in the Town side of the budget.

Councilor Szewczak stated in Kindergarten to Grade 5 schools, a Guidance Counselor does not help academically, but it's more through helping with socialization and problems that students face. She noted the Town did have social workers working with the schools.

Councilor Bosco requested the Town Manager provide a true percentage of what the Town dedicates towards education.

MOTION #3938 by Councilor Lee, seconded by Councilor Szewczak to suspend the rules to address under Miscellaneous Items 14 B1 through B4, F, G, H and I.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3938** adopted 10-0-0.

Chairman Kaupin stated the Council received word through the press that the Board was considering the closing of Nathan Hale in October. He noted it was thought if that were to happen, how would that effect the energy performance referendum, and the same thought was given relating to JFK Middle School because of a pre-referendum committee, therefore, there were internal discussions about revising what would be in the referendum. He noted if a building were to be pulled out, they would have to readjust all their calculations.

Chairman Kaupin stated the Superintendent and Board Chair asked to have a meeting with him and the Town Manager because they had some questions regarding the finances owed by the Town to the State, and if there's anything still owed on bonds. He noted at that meeting they were very up front that in the past when staff and resources allowed, Building & Grounds could be used for renovating spaces and moving, i.e., the Stowe Early Education Center. He pointed out that was a huge undertaking. He stated it was made clear that no matter the cost, the Board should account for those dollars because the Town doesn't know if they can commit those resources in a defined period of time if they were to move staff from Barnard to Alcorn since there would have to be some space adjustment at Alcorn and Barnard. He noted no commitment was ever made by himself or the Town Manager that the Town would cover those expenses, but those should be expenses that the Board should be willing to bear.

He referred to the Town budget and the total dollar amount that's allocated towards education and noted there's the Minimum Budget Requirement (MBR), through the State of Connecticut. He stated when the State gives municipalities dollars for education, they require through legislation that a community does not decrease their commitment to education. He noted if the State were to lower its contribution to a municipality due to budget constraints, the MBR might be lowered as well.

Chairman Kaupin referred to counselors in the school system and noted the Town has a great partnership with the school system, the police department and outside agencies, and this all comes through the Suicide Prevention Steering Committee and Youth Services. He noted the Board, Town and police department all felt the counselor piece was a missing element. He noted through the collaboration of this group, the proposal came forward to the Town to fund those counselor positions, but it's definitely on the preventive side and not on the education side.

Referring to the \$810,000, Chairman Kaupin explained that during the early 2000's when the referendum for school expansion was approved, the Town received \$2 million dollars for Nathan Hale. He noted this is detailed in an email from the Town Manager to the Town Council, which he shared with the Board of Education and Superintendent. He explained if Nathan Hale ceases to be used for educational purposes as of September 1, 2017, the Town will owe \$810,176. He noted an outstanding question to the State is what does that payback consist of outside of dollars, i.e., is it a one-time payment due on September 2nd, or can that payment be spread out. He stated they have not yet received that answer back from the State of Connecticut. Chairman Kaupin stated both the

Democrats and Republicans of the Board of Education knew, prior to their vote, that the Town Council did not have the answer to that question.

Chairman Kaupin stated there is a component that has been paid off, and that is the Town bond. He noted the referendum that was approved authorized the Town to bond a certain amount of dollars to finish financing the overall project. He stated through good financial management on the Town side, the bonds have been refinanced to lower interest rates. He noted those school projects were bundled in with work at Enfield High School's library project and the senior center project, as well as some roads. He stated the Town has been able to pay off those bonds over a quicker period of time and saved money.

He stated there's a utility cost to run Nathan Hale of about \$112,000 per year, and there's a custodial cost of \$182,000 per year. He noted this is a total of \$294,000 that the Town pays today. He stated that building needs \$3.7 million dollars in enhancements as a school, and this is the number from the Energy Performance Contract, and that's the number from the Facilities Referendum a year ago. He stated a lot of decisions would need to be made to take a building out of the Town inventory.

Chairman Kaupin stated the Mayors Advisory Council had a great meeting last Monday with Social Services. He noted all the different department directors were present and explained what they do, and there was a good question and answer exchange.

He noted last Wednesday the Wreaths Across America convoy returned to Parkman School. He stated Lori Gates, Kelly Davis, Parkman School, Enfield and State Police, Enfield EMS and the fire departments helped with this great event. He noted there were also many spectators along the route to welcome the convoy.

He stated Carmen's Bakery at 95 High Street in Molina's Plaza had their grand opening on Saturday.

Chairman Kaupin stated Jiggy's Café donated 100 bikes for Toys for Joy.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Chodkowski stated included in the Council's packet is the Project and Activities Report. He noted they're one step closer with regards to 25 Bacon Road and getting that project finalized.

Councilor Arnone referred to economic development and vacant properties, and noted it's nice to see some large manufacturing plants possibly getting filled. He noted it would be nice to get an update from Economic Development to see what's happening in Enfield.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Bromson referred to the earth moving project at the CREC site and noted it's about half completed. He noted inclement weather slowed things down.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Councilor Cekala stated they are on schedule and under budget.

Councilor Szewczak stated there is now road access around the "D" Wing. She noted visitor parking signs will be going up. She stated they expect to have a certificate of occupancy for early January for the music wing.

JFK Pre-Referendum Committee

Present for this item was Christopher Rutledge.

Mr. Rutledge stated the committee meetings are scheduled for the first and third Wednesday of each month in the JFK Middle School Library at 6:30 p.m. He noted they have a recording secretary and minutes will be forwarded to the Town's website.

He stated they are working with Dean Petrucelli, who explained what the next steps will be in terms of reviewing the building, plans and documentation.

Mr. Rutledge stated they're in need of a new member, and interested parties may go to the Town website and fill out an application.

Councilor Szewczak stated the Facilities Committee met, and they determined they would look first at the whole outside envelope of the buildings. Mr. Chodkowski stated the Building Department is pulling information, and he should have that available soon. Councilor Szewczak stated in the spring they will check out every roof in Town and have something to present to the Council at budget time so they can determine what needs to be done to keep the roofs and exterior envelopes in proper condition.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #3939 by Councilor Arnone, seconded by Councilor Lee to remove Item A1 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3939** adopted 10-0-0.

NOMINATION #3940 by Councilor Arnone to reappoint William St. George (I) to the Area 25 Cable Television Advisory Committee for a term which expires 06/30/2018.

MOTION #3941 by Councilor Hall, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3941** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared William St. George reappointed to the Area 25 Cable Television Advisory Committee by a 10-0-0 vote.

All other appointments remained on the table.

Item C, D, E and F remained tabled.

MOTION #3942 by Councilor Lee, seconded by Councilor Hall to remove Item G. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3942** adopted 10-0-0.

MOTION #3943 by Councilor Arnone, seconded by Councilor Szewczak to remove Item G. from the agenda because the Splash Pad Assessment Study will be done in house.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3943** adopted 10-0-0.

MOTION #3944 by Councilor Arnone, seconded by Councilor Szewczak to remove Item H. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3944** adopted 10-0-0.

RESOLUTION #3945 by Councilor Arnone, seconded by Councilor Szewczak.

WHEREAS, on August 1, 2016, the Enfield Town Council amended Chapter 58, Article II of the Town Code, Hawkers, Peddlers, and Auctioneers, to include Section 58-35, Mobile Food Vendors; and

WHEREAS, Policies and procedures to regulate mobile food vendors are necessary to protect the public health, safety and well-being:

NOW, THEREFORE, BE IT RESOLVED BY THE ENFIELD TOWN COUNCIL THAT:

Section 1: In accordance with Chapter 58, Article II, Section 58-35, Subsection (b), the rules and regulations set forth in Exhibit A attached hereto are hereby adopted as the Town of Enfield's Rules and Regulations for the issuance of mobile food vendor permits and the lawful operation of mobile food vendors, subject to the review and approval of the Town Attorney.

Section 2: These Rules and Regulation shall become effective upon final approval by the Town Attorney.

Councilor Bosco stated he will not be supporting this resolution because he feels this is unfair to brick and mortar businesses.

Councilor Arnone stated he's satisfied with this resolution, and he does not believe it's a threat to brick and mortar businesses. He noted more and more brick and mortar businesses are now getting food trucks because they realize it's actually an improvement for their business.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3945** adopted 7-3-0, with Councilors Bosco, Deni and Edgar voting against the resolution.

MOTION #3946 by Councilor Edgar, seconded by Councilor Deni to remove Item I. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3946** adopted 10-0-0.

MOTION #3947 by Councilor Edgar, seconded by Councilor Szewczak to remove Item I. from the agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3947** adopted 10-0-0.

NEW BUSINESS

NOMINATION #3948 by Councilor Hall to reappoint Alice Egan (R) to the Commission on Aging for a term which expires 12/31/2019.

MOTION #3949 by Councilor Hall, seconded by Councilor Deni to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3949** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Alice Egan reappointed to the Commission on Aging by a 10-0-0 vote.

NOMINATION #3950 by Councilor Arnone to reappoint Stacy Huot (D) to the Enfield Beautification Committee for a term which expires 12/01/2019.

MOTION #3951 by Councilor Hall, seconded by Councilor Edgar to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3951** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Stacy Huot reappointed to the Enfield Beautification Committee by a 10-0-0 vote.

NOMINATION #3952 by Councilor Lee to reappoint Darren Ketchale (R) to the Enfield Beautification Committee for a term which expires 12/01/2019.

MOTION #3953 by Councilor Hall, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3953** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Darren Ketchale reappointed to the Enfield Beautification Committee by a 10-0-0 vote.

MOTION #3954 by Councilor Hall, seconded by Councilor Arnone to approve the P & Z Commission recommendation to appoint Richard Szewczak to the Capital Region Council of Governments Regional Planning Commission.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3954** adopted 10-0-0.

MOTION #3955 by Councilor Arnone, seconded by Councilor Lee to approve the P & Z Commission recommendation to appoint Linda DeGray to the Capital Region Council of Governments Regional Planning Commission.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3955** adopted 10-0-0.

ITEMS FOR DISCUSSION

Item C1 will move to New Business. All other items were moved to Miscellaneous.

MISCELLANEOUS

MOTION #3956 by Councilor Lee, seconded by Councilor Deni to approve the Consent Agenda.
Enfield Child Development Center \$4,753.67 Transfer
Family Resource Center \$500 Transfer

Public Works \$21,000 Transfer
Request to dispose of Surplus Property

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3956** adopted 10-0-0.

RESOLUTION #3957 by Councilor Hall, seconded by Councilor Edgar.

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made:

TO:	1300 Town Attorney Settlements & Judgments	10130000-582000	\$7,500
FROM:	General Fund Contingency	10800092-584000	\$7,500

CERTIFICATION: I hereby certify that the above-stated funds are available as of November 28, 2016.

/s/ John Wilcox, Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3957** adopted 10-0-0.

RESOLUTION #3958 by Councilor Lee, seconded by Councilor Hall.

WHEREAS, the Enfield Police Department offers fingerprinting services to members of the general public for which the department incurs certain expenses; and

WHEREAS, the number of non-residents seeking this service has increased as few police departments in the region offer fingerprinting services; and

WHEREAS, non-residents do not pay Town of Enfield property taxes which would provide revenues necessary to cover the expenses incurred by the Enfield Police Department in providing fingerprinting services;

NOW, THEREFORE BE IT RESOLVED BY THE ENFIELD TOWN COUNCIL:

Section 1: There is hereby established a fee of \$20 for fingerprinting services provided by the Enfield Police Department to non-residents of the Town of Enfield.

Section 2: That the aforesaid fee shall become effective January 1, 2017 and remain in effect until amended or repealed by legislative action of the Enfield Town Council.

Present for this discussion was Deputy Chief Gary Collins.

Councilor Arnone questioned if the police departments fingerprint a lot of non-residents. Mr. Collins stated most of their fingerprinting is for pistol permits, and the majority is done for residents, however, this resolution would be for the non-residents who work in town for non-town jobs that require employees be fingerprinted.

Councilor Hall stated her belief the \$20 fee is low. Mr. Chodkowski stated this figure was provided by Chief Sferrazza. He noted a survey was conducted of other police departments as to what their fees were.

Chairman Kaupin questioned how long the process takes, and Mr. Collins estimated 15 minutes.

Councilor Cekala questioned if this is in line with what other municipalities charge. Mr. Chodkowski stated the survey showed East Windsor's fee is \$50; Manchester is \$25; West Hartford is \$10; Windsor is \$25 and Coventry is \$20.

Councilor Edgar stated his understanding an aide helps with fingerprinting, and Mr. Collins responded that's correct.

AMENDMENT #1 by Councilor Hall, seconded by Councilor Bosco to increase the \$20 fee to \$50.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted by a 6-4-0 vote, with Councilors Cekala, Davis, Deni and Edgar voting against the amendment.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3958** adopted, as amended, 7-3-0, with Councilors Davis, Deni and Edgar voting against the resolution.

RESOLUTION #3959 by Councilor Hall, seconded by Councilor Arnone.

WHEREAS, Connecticut General Statute 12-63c requires that the owner of rental income property submit an income and expense report; and

WHEREAS, failure to do so subjects the owner to a ten percent penalty; and

WHEREAS, Connecticut General Statute 12-63c(d) allows the Assessor or the Board of Assessment Appeals to waive the penalty associated with income and expense reports; and

WHEREAS, the Town Council wishes to seek input from the residents of the Town of Enfield regarding the proposed ordinance, attached hereto, allowing such a waiver.

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, January 3, 2017 at 6:50 p.m. to allow interested residents an opportunity to express their opinions regarding the proposed ordinance.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3959** adopted 10-0-0.

RESOLUTION #3960 by Councilor Lee, seconded by Councilor Arnone.

RESOLVED, that the Town Manager, Bryan R.H. Chodkowski, is authorized to enter into and amend contractual instruments, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with Honeywell International, Inc.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3960** adopted 10-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS

Councilor Lee referred to the vendor instructions and regulations, and he questioned when that program will be prepared to start. Mr. Chodkowski anticipated it should be ready to roll out the first part of March.

ADJOURNMENT

MOTION #3961 by Councilor Hall, seconded by Councilor Cekala to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3961** adopted 10-0-0, and the meeting stood adjourned at 8:55 p.m.

Exhibit A

Section 1. Rules and Regulations for Licensing a Mobile Food Vendor

- 1) The Enfield Town Manager, or his designee, may approve an application for a Mobile Food Vendor License after considering the location or area where the applicant proposes to conduct business, the variety and types of items to be sold, and other applicable information. Other information considered may include but is not limited to whether the proposed mobile food vending activity would create an obstruction of the public way or place, create a safety hazard or other hazardous condition, compliance with other Town laws.
- 2) Based on the review of the application and other relevant factors as referenced above, the Town may deny issuing a Mobile Food Vendor License to an applicant or issue a license with reasonable conditions if the Town determines that issuing a license or unconditioned license would create conditions in violation of these rules and regulations.
- 3) Each applicant shall submit with their application a copy (or copies) of a valid motor vehicle operator's license for each individual that may operate the mobile vending vehicle or trailer.
- 4) Each applicant shall submit with their application a copy of their current vehicle's (and trailer when appropriate) motor vehicle registration as well as proof of current insurance.
- 5) Each applicant shall submit with their application a color photograph of the vehicle(s) or trailer(s) subject to the Mobile Food Vendor License application.
- 6) Each applicant shall submit with their application a copy of a valid license from the North Central District Health Department.
- 7) Each applicant shall submit with their application a copy of a valid Connecticut Sales and Use Tax Permit.

A non-refundable \$50 fee shall accompany all applications from applicants whose mobile food vending vehicle(s), or trailer(s), are not registered in the Town of Enfield, Connecticut, or who do not already maintain a duly

licensed food service establishment within the Town of Enfield, Connecticut.

Those applicants who satisfy the conditions above for a fee waiver shall be considered a Local Vendor.

- 8) If an application is approved or approved with conditions, a Mobile Food Vending License shall be issued. The license shall be valid for a period of 365 days from the date of issuance.
- 9) An approved Mobile Food Vendor License may be suspended or revoked by the Town for any of, but not limited to, the following reasons or conditions:
 - a. Revocation, expiration, loss or suspension of their North Central-District Health Department issued food service license;
 - b. Revocation, expiration, loss or suspension of any applicable state required motor vehicle registration of the mobile food vendor's vehicle;
 - c. Lapse of associated motor vehicle insurance
 - d. Participation by the licensee and/or his/her/its employee in criminal activity during mobile food operations;Vending from an unapproved or undesignated location; or Violation of any rule or regulation associated with mobile food vending within the Town of Enfield.

Section 2. Rules and Regulations for Issuing Daily Vendor Permits

Upon the issuance of a Mobile Food Vending License, a mobile food vendor must then apply for a Daily Vendor Permit for those specific dates which they wish to vend. In addition to providing the information requested on the Daily Vendor Permit application, the following rules and regulations apply with regard to the issuance of a Daily Vendor Permit.

- 1) Unless otherwise specified on the Daily Vending Permit, a permitted vendor shall be authorized to vend during one of the following permitted dayparts, 7:00 a.m. to 2:00 p.m., or 2 pm to 9 pm.

Vendors shall not mobilize more than one (1) hour before the permitted vending period, nor remain mobilized more than one (1) hour after vending period.

- 2) The permit fee for an applicant who's registered commercial kitchen is addressed in Enfield per their North Central-District Health Department mobile food license shall be \$10 for each requested daypart. The permit fee for all other vendors requesting a vending location shall be \$20 for each day part.

- 3) Daily Vendor Permits are non-refundable, non-transferable, and non-assignable.
- 4) Daily Vendor Permits may be purchased up to thirty (30) days in advance.
- 5) Two (2) Daily Vendor Permits for each vending daypart may be issued to each Vending Location listed in this section for each day. Availability shall be subject to black-out dates or other restrictions or conditions for the locations which the Town may identify in advance.
- 6) Vending locations and daily permits are subject to closure, cancellation, or removal from the approved list due to weather conditions, or other factors.
- 7) An Daily Permit cancelled due to weather shall be reissued for a different date.

Section 3. Rules and Regulations for the Operation of Licensed Mobile Food Vendors.

- 1) No licensed mobile food vendor shall position their vehicle or trailer so as to obstruct the view of pedestrian or motor vehicle traffic at intersections, driveways, crosswalks, or any other location where traffic patterns are perpendicular to one another.
- 2) No licensed mobile food vendor shall position their vehicle or trailer as to obstruct the lawful movement of pedestrian or motor vehicle traffic or create condition detrimental or injurious to public safety.
- 3) All storage, preparation, and sale areas shall be contained upon or within the vehicle or trailer licensed to vend.
- 4) No license shall be transferable or assignable.
- 5) Adequate trash containers, directly adjacent to the food service, shall be maintained by the mobile food vendor. Vendors shall be responsible for removing trash discarded by their customers within the designated vending areas.
- 6) No mobile food vendor shall, while stationary, shout, blow a horn, ring a bell, use any sound device, hoist or post a flag, erect any type of identification sign, or use an inflatable or other such items for the purpose of attracting attention.
- 7) A licensed vendor may display portable signage measuring no larger than eight (6) square feet for the sole purpose of displaying the vendor's menu information.

- 8) Vending shall occur while the vehicle or trailer is in a parked, non-mobile position.
- 9) Mobile Food Vending shall only be performed in Town approved locations. Such locations shall be signed and are described as follows:
 - i. Enfield Town Hall parking lot: 820 Enfield Street
 - ii. South Street public parking Lot: Corner of Pearl and South Street
 - iii. Barnes Boat Launch parking lot: 12 South River Street
 - iv. Freshwater Pond Park: (On-street, south side of North Main Street only)
 - v. Brainerd Park parking lot: 133 Brainard Road
 - vi. Hazardville Park (On-street parking, east-side of School Street only)
 - vii. Powder Hollow Park parking lot: End of Dust House Road
 - viii. Green Manorville Park parking lot: 198 Taylor Road
 - ix. Enfield Central Library parking lot: 104 Middle Road
- 10) Only licensed mobile food vendors who have been issued a vending permit for a designated vending location shall be authorized to vend in locations noted in this section.
- 11) Vending may not occur when a weather-related parking ban has been declared by the Town
- 12) A licensee shall not allow any person to go inside or on the associated vehicle or trailer except those persons identified within the initial application for said license
- 13) No vehicle or stand or other item related to the operation of a vending business shall touch, lean against or be connected or affixed to any building or structure, including but not limited to lampposts, parking meters, mailboxes, traffic signal stanchions, fire hydrants, tree boxes, benches, bus shelters, refuse baskets, traffic barriers, or city utilities of any kind.
- 14) The Daily Vendor Permit and the Vendor's Food Service License from the North Central Health District must be prominently displayed in a conspicuous place within the licensed vehicle or trailer, visible to vendor patrons, when actively vending within the Town.
- 15) A vendor found to be operating without a valid Daily Vending Permit or in violation of any other provision of this section shall be issued a warning letter, sent on Town of Enfield letterhead via first class U.S Mail to their listed business address, advising of said violation. Upon a finding of a second and subsequent violation of any provision of this article, a second letter, sent on Town of Enfield letterhead via first class U.S Mail to their listed business address, advising that their Mobile Food Vendor License has been revoked for the balance of its duration.

Appended to minutes of
December 19, 2016 Regular
Town Council Meeting
See Page 12

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS
RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO:	Enfield Child Development Center		
	Food	22040432-563000	\$4,753.67

FROM:	Enfield Child Development Center		
	Other Revenue	22044432-417060	\$4,753.67

CERTIFICATION: I hereby certify that the above-stated funds are available as of December 9, 2016.

John Wilcox, Director of Finance
APPROVED BY: _____ Town Manager Date: _____

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS
RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO:	Family Resource Center		
	Other Supplies/Materials	22040470 561900	\$500

FROM:	Family Resource Center		
	Miscellaneous Contributions/Donations	22044470 417050	\$500

CERTIFICATION: I hereby certify that the above-stated funds are available as of
December

John Wilcox, Director of Finance
APPROVED BY: _____ Town Manager Date: _____

Appended to minutes of
December 19, 2016 Regular
Town Council Meeting
See Page 12

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS
RESOLUTION NO. _____

RESOLVED, that in accordance with Chapter VI, Section 8(f) of the Town Charter, the following transfer is hereby made.

TO:	CIP Tipper Barrels		
	Other Supplies/Materials	31008825-561900	\$21,000
FROM:	CIP Revenue Tipper Barrels		
	Sales – Tipper Barrels	31042011-417022	\$21,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of December

John Wilcox, Director of Finance

APPROVED BY: _____ Town Manager Date: _____

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____
**Resolution Authorizing the Disposition of Town-Owned Surplus
Personal Property**

WHEREAS, on January 5, 2015 the Town of Enfield adopted Resolution #3002 establishing a policy for the Disposition of Town-Owned Surplus Personal Property; and

WHEREAS, *Surplus Property* is defined as “tangible personal property owned by the Town of Enfield that has been determined to be unneeded presently or in the foreseeable future, or that is no longer of value or use to the Town”; and

WHEREAS, the Policy requires that the Town Council approve the disposition of *Surplus Property* valued at Two Thousand Dollars (\$2,000) or more; and

WHEREAS, the Department of Public Works has identified the property listed on Attachment A as *Surplus Property* valued at Two Thousand Dollars (\$2,000) or more; and

WHEREAS, the Town Manager has reviewed the recommendations by the Department of Public Works and now seeks Town Council approval.

Appended to minutes of
December 19, 2016 Regular
Town Council Meeting
See Page 12

NOW THEREFORE, BE IT RESOLVED, the disposal of the property listed on Attachment A, pursuant to the policy for the Disposition of Town-Owned Surplus Personal Property, is hereby approved.

ATTACHMENT A

<u>YEAR</u>	<u>VEHICLE/EQUIPMENT</u>	<u>SERIAL/VIN#</u>	<u>MILEAGE/HOURS</u>	<u>EST. VALU</u>
2000	Vac-All Basin Cleaner Chassis	VIN#1HTSDAAR5YH230133	31,136 miles	\$10,000*
2000	Vac-All Basin Cleaner Vacuum	VIN#1FMFU16508LA86617	31,136 miles	See above
	Mark Line Model F824 Office Trailer	Serial # 6012214	N/A	\$2,500
2002	Crane/Pakmor Refuse Truck	VIN#1CYCCK486T045752	142,345 miles, 20,918 hours	\$6,000

- * The Vac-All Chassis and Vacuum were purchased as a unit and are attached, but have separate fleet numbers. It is our intention to sell them as unit.